

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 11 May 2016

Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Academic Director of PG Research Degree Programmes (Dr N. Watmough), the Academic Director of Learning Enhancement (Mrs H. Gillespie), the Academic Director of Partnerships (Professor I. Dewing), the LTC Director of Staff Development (Ms A. Giles), the Director of University Services (LTS) (Dr A. Blanchflower), for the Acting Dean of Students (Dr J. Schildt), Associate Deans (L&T) (Dr N. Cooper for Ms R. Chakraborty, Dr C. Matthews, Professor D. Stevens and Mrs E. Sutton), the Undergraduate Education Officer of the UEA|SU (Mr C. Rand), the Welfare, Community and Diversity Officer of UEA|SU (Ms J. Swo)

With: The Head of LTS (Systems) (Mrs C. Sauverin), the Head of LTS (Quality) (Dr J. Sharp), the Head of Postgraduate Research Service (Dr V. Easson), the Academic Director of INTO (Mr J. Moyle), the Joint Head of the Careers Service (Mr J. Goodwin), the Chief Executive of UEA|SU (Mr J. Dickinson)

Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey).

Apologies: the representative from University College Suffolk (Professor P. Cavenagh), the Library Director (Mr N. Lewis), the Associate Dean (L&T) for SSF (Ms R. Chakraborty), the representative from City College Norwich (Mr J. White)

116. MINUTES

Confirmed

the Minutes of the meeting held on 16 March 2016.

117. STATEMENTS BY THE CHAIR

The PVC (Academic)

- (1) invited the Head of LTS (Quality), arising from Minute 100 Resolution 3, to update members on the main reasons that the number of Stage 1 appeals was increasing year on year. The most significant of these was the introduction of the Bachelors and Integrated Masters regulations (BIM) in 2013/14 which requires students to pass all modules.
- (2) noted that UCU has voted to take strike action and action short of a strike. Following strikes on 25 and 26 May staff engaging in industrial action would be working to rule beyond that. The University is assessing the level of risk and will be implementing plans to ensure business continuity.
- (3) informed members that the Destination of Leavers of HE (DLHE) survey results of 2014/15 graduates has been published and overall graduate prospects for UEA graduates has increased slightly. In part this is because some partner colleges are now excluded from the data and is also due to improvements within SCI and SSF.

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118. CONFIRMATION OF CHAIR'S ACTION

Reported
confirmation of Chair's action:

-the Chair approved new course proposals for the MA Gender Studies, MSc Accounting and Finance and MSc Banking and Finance (as outlined in Minute 103 of the LTC meeting on 16 March 2016).

119. EMPLOYABILITY

Considered
employability within the curriculum (A copy is filed in the Minute Book, ref. LTC15D128)

(1) The Joint Head of the Careers Service presented a paper, the result of wide discussion across the University. He emphasised that the recommendations in the paper aim to ensure that more UEA students are well prepared to take up graduate level jobs. It is recognised implementation will be driven at School level and a one size fits all approach was not appropriate.

(2) Members considered the seven recommendations made in the paper.

(In its detailed discussions

- i. members were advised that with regard to Recommendation 5, Schools to map student participation in the types of activities across the Student Opportunities Programme matrix, use should be made of as much centrally stored information held across different services as possible and Schools could add to this;
- ii. the Chair advised that, with regard to Recommendation 7 which stated that ADs (L&T) should work with ADs for Employability to address response to the recommendations, there is an interconnection between employability and learning and teaching and LTC should take ownership working with ADs for Employability;
- iii. members agreed that responses to employability questions within the UK Engagement Survey by first and second year students could be used as a mechanism for monitoring the impact that changes to the curriculum have had;
- iv. members noted that the 2030 Vision and UEA Plan had an emphasis on internationalisation and research led teaching which also need to be taken when curricula were updated);
- v. noted that Graduate Training programmes in the four Graduate Schools is probably the most appropriate place for employability to be embedded in the curriculum of PGR students).

RESOLVED

- (1) a group will be established to look at the recommendations contained within the report and make proposals for how these can be taken forward. This will be led by the Chair and the Joint Head of the Careers Service;
- (2) LTC will receive Faculty updates at its January and June meetings as a standard item on actions being taken to bring employability into the curriculum where this is appropriate;
- (3) recommendation 4 which relates to Schools integrating the graduate attribute framework into course design, the annual course update and new course approval process will be amended to state that Schools should ensure that students reflect on the use of graduate attributes in learning and teaching.

*120. COURSEWORK TURNAROUND TIMES: A SNAPSHOT REPORT

This minute is confidential and is attached as a separate sheet.

121. REVIEW OF THE PGT REGULATIONS (COMMON MASTERS FRAMEWORK) INCLUDING REVISED INSTRUCTIONS TO EXAMINERS

Considered

revised taught postgraduate regulations (Common Masters Framework). (A copy is filed in the Minute Book, ref. LTC15D13).

- (1) The Academic Director of Taught Programmes (ADTP) introduced proposed amendments to the Regulations for Higher Degrees (PGT). He noted that at its June 2015 meeting LTC had already approved some key principles relating to PGT regulations, namely that reassessment would be at item level, module marks recorded as integers and marks within 0.5% of a pass would be treated as a pass.
- (2) Changes proposed include replacing the term condoned failure with compensation, with its use being kept under review with a view to eventually phasing it out. MRes would no longer be covered by the PGT regulations and instructions to Examiners would be incorporated into the regulations. However LTC input on the issue of having 30 UG credits in PGT awards required further consideration.

(In its detailed discussions members

- i) discussed at length issues around the advantages and disadvantages of allowing 30 UG credits in PGT degrees;
- ii) heard that UEA|SU had longstanding concerns about students being required to pass every module and were therefore supportive of retaining compensation at PGT level).

RESOLVED

- (1) further discussion would take place on whether UG credits should or should not be permitted and a proposed outcome brought to the June LTC. The working group would take into account implications of potentially allowing a PGT student to be compensated in a module at a lower threshold than students on a UG course;
- (2) thresholds for compensation as outlined in draft regulations 13.4.2 and 17.3.2 would be reconsidered since minutes of the working group indicated that they should not be included;
- (3) the Head of LTS (Quality) would advise the LTS Manager coordinating the amendments to the regulations, of areas where the document should be further clarified.

122. THE FUTURE OF STARRED 1ST CLASS AWARD CLASSIFICATIONS

Considered

proposals to remove the starred first degree award classification. (A copy is filed in the Minute Book, ref. LTC15D131).

(The Head of LTS (Quality) advised the Committee that the principle reasons for proposing to remove the classification of a starred first, is a lack of understanding by students, employers and other stakeholders of its meaning and a lack of consistency

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across Schools in the criteria for making this award. The latter being largely due to discipline specific marking norms.)

RESOLVED

to recommend to Senate that the classification of starred first degrees will not be available to any student registering on a course from 2016/17 onwards.

123. DEVELOPMENTS IN ONLINE LEARNING: BLENDED LEARNING IN BLACKBOARD

Considered

the development of blended learning in Blackboard: taking the temperature. (A copy is filed in the Minute Book, ref. LTC15D132).

(The Academic Director of Learning and Teaching Enhancement (ADLTE) reminded members that in the last academic year LTC had agreed that every taught module must have a Blackboard site. The paper presented demonstrated the proportion of students who had access to at least one 'hotspot' course, defined as a course which as a minimum is visited twice a week by students.

(In its detailed discussions

- i. members were advised that the ADLTE was meeting with the Learning Technologists to discuss issues and barriers to staff using Bb modules
- ii. members heard that when on placement students were unlikely to use Bb site for the duration of their placement).

RESOLVED

more detailed data will be provided on Module Bb sites for the June LTC including different grades of intensity of use, percentage use by year by module, percentage of modules with a Bb site which were used only minimally, those modules where staff had not engaged with the use of Bb. Spring semester and Year Long modules will also be included in the data.

124. WITHDRAWING THE POLICY ON AWARDING MARKS FOR STUDENT ENGAGEMENT

Considered

a proposal to withdraw the policy on awarding marks for student engagement. (A copy is filed in the Minute Book, ref. LTC15D133).

RESOLVED

taking account of the problems with its implementation as outlined in the proposal document, including problems in defining what constitutes engagement and possible subjectivity in measuring it, the policy on awarding marks for student engagement will be withdrawn.

125. PROPOSED MINOR REVISIONS TO GUIDANCE ON GROUP WORK

Considered

minor revisions to the guidance on group work. (A copy is filed in the Minute Book, ref. LTC15D134).

RESOLVED

minor amendments to the University's Guidance on Group Work to clarify the process relating to the provision of extensions for group work assessments are approved.

126. PROPOSALS RELATING TO 1) UNDERGRADUATE COURSES WITH A PERIOD OF STUDY NOT BASED AT UEA AND 2) INTEGRATED MASTERS COURSES

Considered

- i) Proposed amendments to regulations relating to progression requirements for study abroad and study in industry Bachelors degree courses. (A copy is filed in the Minute Book, ref. LTC15D135)
- ii) Proposed amendments to regulations relating to progression requirements for Integrated Masters degree courses. (A copy is filed in the Minute Book, ref. LTC15D136).

- (1) With regard to i) above, the Head of LTS (Systems) advised the Committee that following LTCs endorsement of pass/fail for semesters abroad, one of the recommendations from the Higher Education Review in October 2015 was that UEA should review assessment board regulation and their application to ensure greater consistency and equity of treatment of students. As a result a group had continued to look at year and semester abroad courses.

(In its details discussions

- i. several members expressed concerned at the 55% threshold requirement for year one students on study abroad programmes. Discussions referred to the fact that in 2015 the University had decided that Year One should not count towards a degree classification and that Year One was a transitional year).

RESOLVED

- (1) the additional threshold for progression for Bachelors courses with a year abroad at the end of Stage One will be removed (with effect from 2016/7 for new students).
- (2) the threshold of a Stage Average of at least 55% at year two will be retained. This average will be obtained at a first sit and any student referred to reassessment will not be eligible to go on the year abroad;
- (3) a threshold of 55% will be introduced for progression to a semester abroad as a minimum, noting that where places are limited they would be allocated on academic performance ranking. This average will be obtained at a first sit and any student referred to reassessment will not be eligible to go on the semester abroad;
- (4) the existing threshold for the Actuarial Science year in Industry will be removed;
- (5) the requirements for a year abroad continue to exclude language and translation courses;
- (6) the Head of LTS (Systems) will consult with colleagues in the BIU to obtain statistics on whether Black and Minority Ethnic (BME) students might be materially affected by the change.
- (2) With regard to ii) above the Associate Dean (L&T) for SCI advised members that the SCI LTQC was full supportive of standardising the regulations relating to progression thresholds for Integrated Masters courses. He noted that the Master of Pharmacy was an exception since students were required to pass every component of every module. The thresholds for progression on this course would remain 40%.

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RESOLVED

the progression threshold at the end of Stage 1, 2 and 3 for all Integrated Masters courses with the exception of Master of Pharmacy, will be 60%. This will come into effect for students starting their course in 2016/17.

127. REPORT ON GRADE POINT AVERAGE (GPA)

Considered

an update on GPA. (A copy is filed in the Minute Book, ref. LTC15D137).

(The Head of LTS (Systems) presented an update on the recommendation from the Higher Education Academic (HEA) that the GPA score should be run in tandem with traditional degree classifications. Given the large number of issues to be considered a paper with recommendations would be brought to the additional meeting on 6 July for consideration.

128. RECOMMENDATIONS RELATING TO THE ENHANCEMENT OF THE STUDENT EXPERIENCE ON JOINT DEGREE PROGRAMMES

Considered

recommendations to enhance the experience of students on joint degree programmes. (A copy is filed in the Minute Book, ref. LTC15D138).

(Members considered five recommendations aimed at ensuring a more consistent high-quality student experience for undergraduate students on joint honours programmes.)

RESOLVED

- (1) to endorse the recommendations in the paper, namely that i) a University guidance document for students on joint honours that sets out points to be considered in the design, arrangement and provision of cross-School degrees, ii) check lists are provided to key role holders to help encourage and apply best practice, iii) annual reports are received by LTC on the performance of students taking degrees that are delivered across Schools of Study for monitoring purposes, iv) that a cross-School degree form is established and v) that the student records system (SITS) is developed to allow Deputy Course Directors to have the same view as Course Directors and to allow students on cross School degrees to be included in communications sent out to students registered in their 'second' School:
- (2) a clear definition of what constitutes a Joint Honours course should be produced;
- (3) the Academic Director of Research Degree Programmes and the Head of the Postgraduate Research Service will consider whether there are any issues for LTC to consider relating to any joint PGR or MRes courses.

129. QUALITY ASSURANCE: COURSE MONITORING AND REVIEW 2014/15 (QAR3)

Considered

sharing good practice and identifying University wide issues arising from annual course monitoring and review and 5 yearly course review

(Members considered good practice and issues identified for University wide consideration arising from annual course monitoring and review for DEV PGT (A copy is filed in the Minute Book, ref. LTC15D139) AND HUM UG HIS, PPL, LCD and IIH (A copy is filed in the Minute Book, ref. LTC15D140)).

RESOLVED

- (1) with regard to issues raised in the DEV QAR3 the School will be advised that the University's Timetabling Group is working to ensure that problems identified with timetables last year are addressed. The issue of students in university accommodation undertaking internships or dissertation over the summer and so not on campus, being required to pay accommodation fees is a University policy applying to all PGT students;
- (2) further clarification would be sought on the concern raised in PPLs QAR3 relating to the administrative burden on Course Directors. The School will be invited to submit suggestions on how processes might be streamlined to cut down on unnecessary bureaucracy. In addition it was confirmed that it is the expectation that moderators should make comments on the moderation form, however brief;
- (3) the Associate Dean (L&T) for HUM and the Arts Hub Manager will prepare a response to LDC on concerns the School raised with the University's coursework submissions and return policy, the extenuating circumstances policy, the module enrolment process, electronic marking communication between University policymakers and key role holders and Study Abroad.

130. TAUGHT PROGRAMMES POLICY GROUP

Received

a report from the Academic Director of Taught Programmes on recent activities of TPPG. (A copy is filed in the Minute Book, ref. LTC15D141).

131. BROOKSBY MELTON COLLEGE AND EASTON & OTLEY COLLEGE REGULATIONS, POLICIES AND PROCEDURES

Approved

a proposed set of regulations, policies and procedures for Brooksby Melton College and Easton and Otley College. (A copy is filed in the Minute Book, ref. LTC15D142).

132. HIGHER DOCTORATES

Recommended

that Senate endorses the proposals in the report of an administrative review of the University's higher doctorates that the University ceases to offer the Doctor of Laws (LLD), Doctor of Letters (LittD) and Doctor of Science (ScD). (A copy is filed in the Minute Book, ref. LTC15D143).

*133. CONTINUATION OF UEA ALUMNI INTO PGR AT UEA

Noted

confidential data on the number of students from UEA progressing to become UEA PGR students. (A copy is filed in the Minute Book, ref. LTC15D144).

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134. REVIEW OF GENERAL REGULATIONS 1-12

Approved

a proposed revision to General Regulation 8 (3) Students in external accommodation. (A copy is filed in the Minute Book, ref. LTC15D145).

135. REPORT FROM THE MEETING OF THE UCS JOINT ACADEMIC COMMITTEE

Approved

a report from the meeting of the UCS Joint Academic Committee. (A copy is filed in the Minute Book, ref. LTC15D146).

136. PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC15D147).

137. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive. (A copy is filed in the Minute Book, ref. LTC15D148).

138. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

i) LLM Employment Law (full time and part time) and PG Cert Employment Law (part time). (A copy is filed in the Minute Book, ref. LTC15D149).

ii) UEA-Guardian Masterclass- How to Write Children's Fiction. (A copy is filed in the Minute Book, ref. LTC15D150).

iii) BA Film Studies and English Literature (replacing BA Film and English) U1QW36302 and BA History and Film Studies (replacing BA Film and History). (A copy is filed in the Minute Book, ref. LTC15D151).

a report on course closures for the following courses:

i) MChem Chemistry with a Year in North America U1F103401/2.

ii) MChem Chemical Physics with a Year in North America U1F190401/2 (A copy is filed in the Minute Book, ref. LTC15D152).

139. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:

i) SSF LTQC 24 February 2016. (A copy is filed in the Minute Book, ref. LTC15D153).

ii) HUM LTQC 17 February 2016. (A copy is filed in the Minute Book, ref. LTC15D154).

140. SCHOLARSHIPS, PRIZES AND BURSARIES

Received

a report on scholarships, prizes and bursaries approved since the last meeting of LTC.
(A copy is filed in the Minute Book, ref. LTC15D155).

141. QUALITY ASSURANCE AGENCY

Received

- i) CL-08-16 Consultation on Revised Benchmark Statement for Communications, Media, Film and Cultural Studies. (A copy is filed in the Minute Book, ref. LTC15D156).
- ii) CL-10-16 Revised Benchmark Statement for Social Work & Youth and Community Work. (A copy is filed in the Minute Book, ref. LTC15D157).